

Worksheet E-2 - Dependents with Disabilities (age 26 or older) and Extended Dependents

- This is an informational worksheet for employee's seeking insurance coverage for dependents with disabilities age 26 or older and extended dependents. (See Worksheet E-1 for all other dependents.)
- Dependents will be certified by PEBB prior to being added to the employee's account.
- Share this worksheet with the employee

Eligible Dependents that Require Certification by PEBB (WAC 182-12-260)

Dependents with Disabilities age 26 or older

Children of any age with a developmental disability or physical handicap that renders the incapable of self-sustaining employment and chiefly dependent upon the employee for support and maintenance provided such condition occurred before age 26. The subscriber must provide evidence that the condition occurred before age 26.

Extended Dependents

Dependents in the legal custody or legal guardianship of the subscriber, the subscriber's spouse, or subscriber's state-registered domestic partner. Legal responsibility is demonstrated by a valid court order and the child's official residence with the custodian or guardian.

Note: "Children" does not include foster children for whom support payments are made to the subscriber through the state Department of Social and Health Services Foster Care Program.

Steps to Add a Dependent with Disabilities, age 26 or older (WAC 182-12-262)

1. Enter the required information regarding your dependent on the *Employee Enrollment/Change Form*
2. Complete the Subscriber and Dependent sections of the *Certification of Dependents with Disabilities* form.
 - Forms are available on the PEBB website: www.hca.wa.gov/pebb or from your personnel, payroll, benefits, or HR office.
3. Your dependent's doctor must complete the Physician section of the form.
4. Submit the completed *Employee Enrollment/Change Form* and the *Certification of Dependent with Disabilities* form to your personnel, payroll, benefits, or HR office within the following deadlines:
 - a. **When first become eligible for benefits:** No later than 31 days after you become eligible for PEBB benefits under WAC 182-12-114. Coverage begins on the employees effective date.
 - b. **During annual open enrollment:** No later than the last day of annual open enrollment. Coverage begins on January 1 of the following year.
 - c. **During a special open enrollment:** No later than 60 days after the event occurs. Coverage begins the first day of the month following certification.

Certification Process for Dependents with Disabilities (Policy 36-1)

1. The employee's health plan will conduct a medical review to determine if the dependent meets the medical requirements of a dependent with a disability.
2. If the employee changes health plans, the new health plan will conduct a medical review to continue the dependent's disability certification.
3. Dependents who fail the health plan's medical review may appeal to the health plan.
4. The employee and dependent must meet all eligibility and procedural requirements: (a) the employee provided evidence of the dependent's eligibility described in WAC 182-12-260; (b) the subscriber submitted the enrollment form within the required time frame. If the dependent is denied enrollment based on eligibility and procedural requirements, the employee may appeal to PEBB (WAC 182-16).

Steps to Add an Extended Dependent (WAC 182-12-262)

1. Enter the required information regarding your dependent on the *Employee Enrollment/Change Form*
2. Complete the *Extended Dependent Certification* form.
 - Forms are available on the PEBB website: www.hca.wa.gov/pebb or from your personnel, payroll, benefits, or HR office.
3. Submit the completed *Employee Enrollment/Change Form*, *Extended Dependent Certification* form, and a copy of the court order to your personnel, payroll, benefits, or HR office within the deadlines below.
 - a. **When first become eligible for benefits:** No later than 31 days after you become eligible for PEBB benefits under WAC 182-12-114. Coverage begins on the employees effective date.
 - b. **During annual open enrollment:** No later than the last day of annual open enrollment. Coverage begins on January 1 of the following year.
 - c. **During a special open enrollment:** No later than 60 days after the event occurs. Coverage begins the first day of the month following certification.

Certification Process for Extended Dependents (Policy 37-1)

1. PEBB must certify the eligibility of extended dependent children before allowing enrollment in PEBB coverage.
2. Certifications are valid for 12 months, except as follows: (a) when the extended dependent is within 12 months of turning age 26; or (b) when the end date of legal custody or guardianship is sooner than 12 months.
3. If a valid court order does not stipulate a custody or guardianship end date, the order is valid as consideration for certification as an extended dependent up to age 26.
4. PEBB must review and affirm denials for enrollment of an extended dependent before a denial letter is sent to the employee.

Options if your Dependent is Denied Enrollment in PEBB Insurance Coverage

Appeals Rights: Any employee or dependent aggrieved by a decision made by the PEBB program with regard to public employee benefits eligibility or enrollment may appeal that decision to PEBB by the process described in WAC 182-16-032. Appeals forms are available on the PEBB website at:

www.hca.wa.gov/pebb

Annual or Special Open Enrollment: If you missed the enrollment deadline you may enroll your dependent during the next annual open enrollment or during a special open enrollment if a special open enrollment event occurs. (WAC 182-08-198, WAC 182-12-262 and Policy 45-2)

Employee Signature

Date